TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

DigitalMeasures

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Overview

Tarleton State University uses the Digital Measures (DM) software package to demonstrate compliance with proper faculty credentials on a course by course basis. In addition, DM is utilized to allow each faculty member to keep a current curriculum vita on file for administration reference, compliance with statutory guidelines and laws (Texas HB2504, course teaching justifications, etc.), promotion/tenure and post-tenure review packets, and as needed with regional and national accreditation bodies.

The Digital Measures Driver's Manual was created to help Tarleton faculty get familiarized with the system. This guide is not fully comprehensive and does not address each and every screen within the system. However, it is intended to provide a starting point for how to access the system, overview of commonly used screens, how to input data, which fields are completed administratively, how to run reports, and provides resources should you have additional questions. Please feel free to explore the system and input as much applicable data as possible.

For assistance with access or general use of Digital Measures, please call 254.968.9598 or email digitalmeasures@tarleton.edu.

For assistance with AACSB questions, please contact Pam Hecox at 254.968.9622 or hecox@tarleton.edu.

Additional DM resource: https://www.digitalmeasures.com/activity-insight/docs/guide.html

Logging into Digital Measures

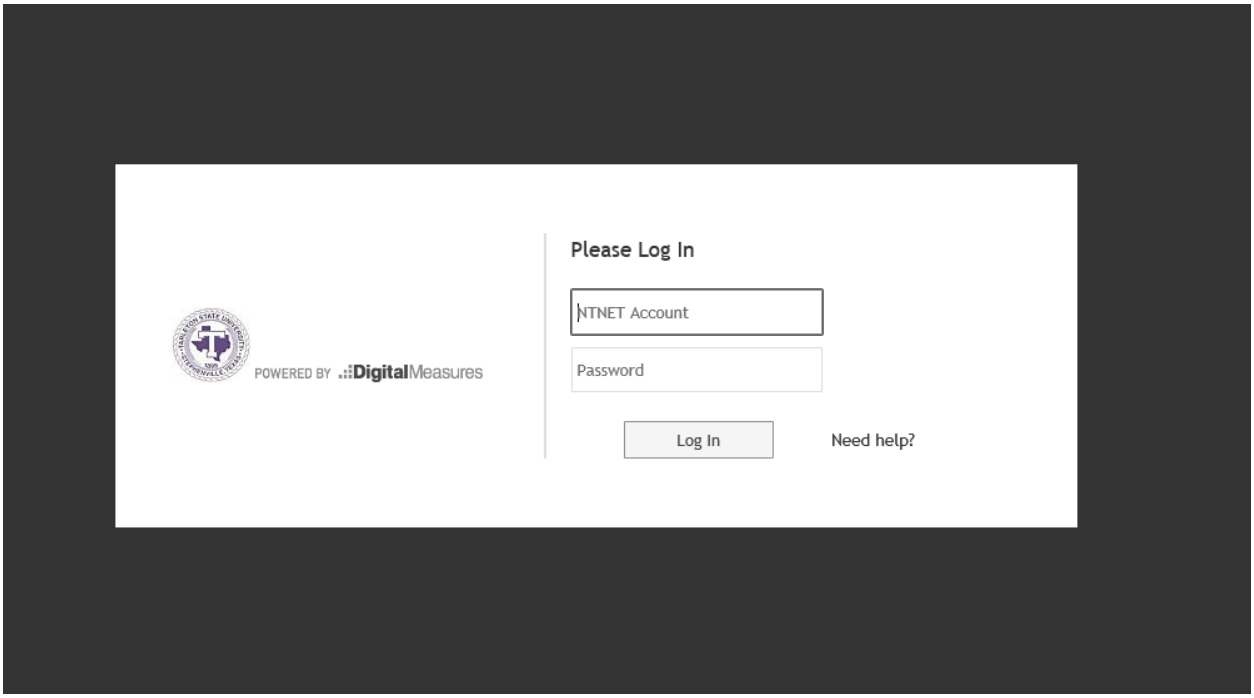
There are many supported browsers for DM. The following link shows those supported and the version number: https://www.digitalmeasures.com/activity-insight/docs/browsers.html. If you are not sure which browser to use, most people prefer Google Chrome or Mozilla Firefox.

To access DM, please go to the following link:

https://www.digitalmeasures.com/login/tarleton/faculty/authentication/showLogin.do

You can bookmark this for easier access the next time you login.

From here you will use your NTNET credentials to login to the system. These are the same credentials used to login to the computer. If you receive an error trying to login you might not have an account created. In this case, please click the 'Need help?' link and you should expect a response typically within 1 business day.



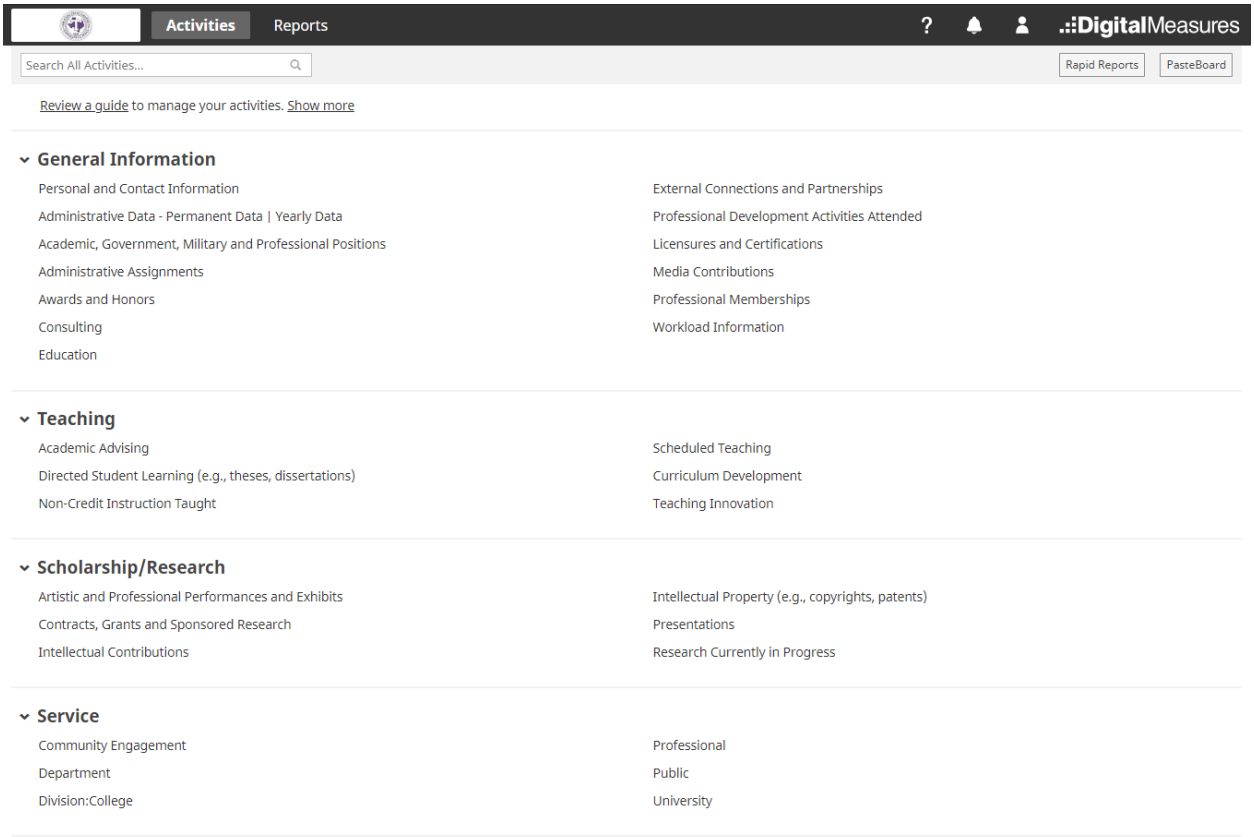
Main Menu

The homepage is divided into four main sections:

- General Information
- Teaching
- Scholarship/Research
- Service

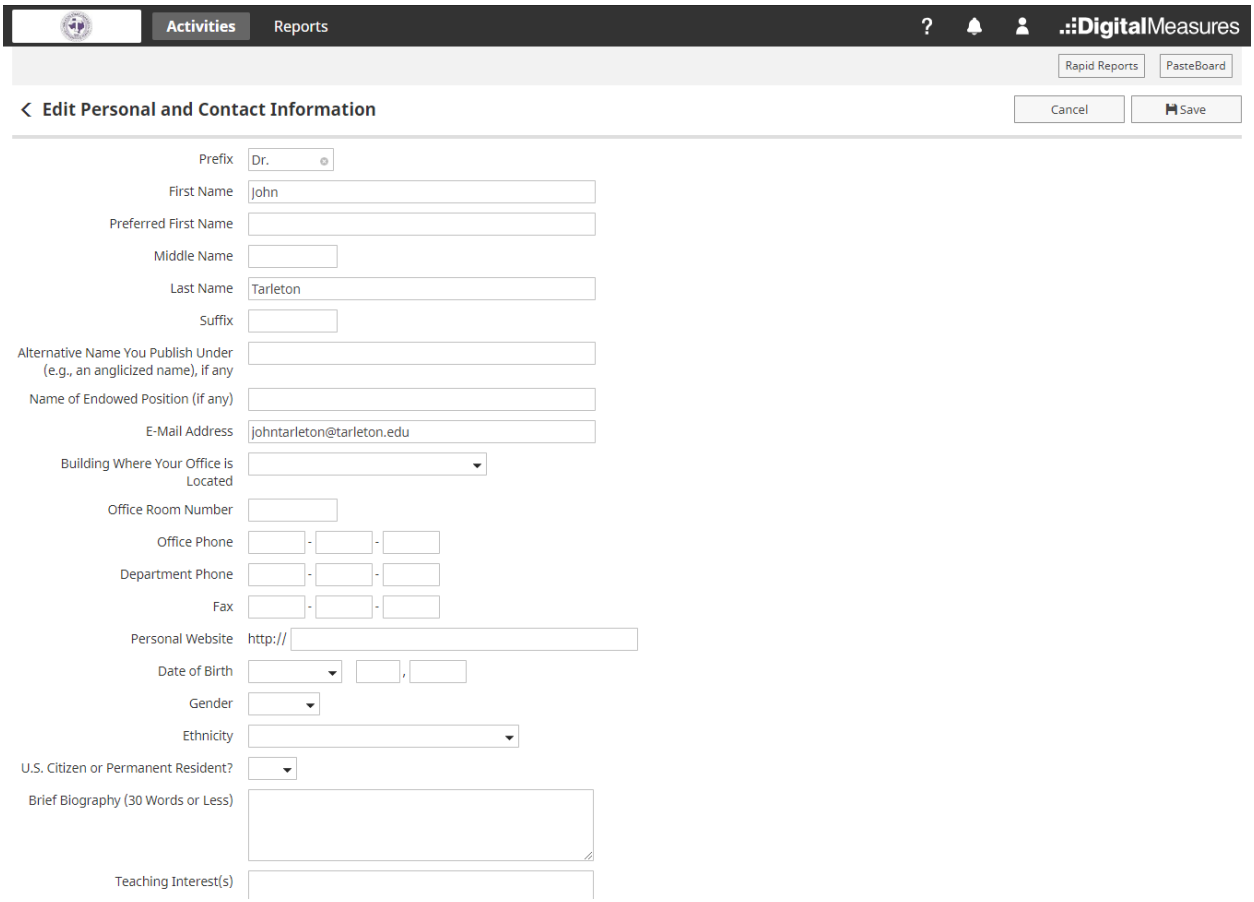
Each of these main sections has several “screens” where the data will be entered. All of the screens might not be applicable, but this is where you can explore the system and enter relevant information. If you are not sure where to place something, please consult with a colleague, department head, or your dean.

The ‘Activities’ button found at the top of the screen will take you back to the main menu from any screen.



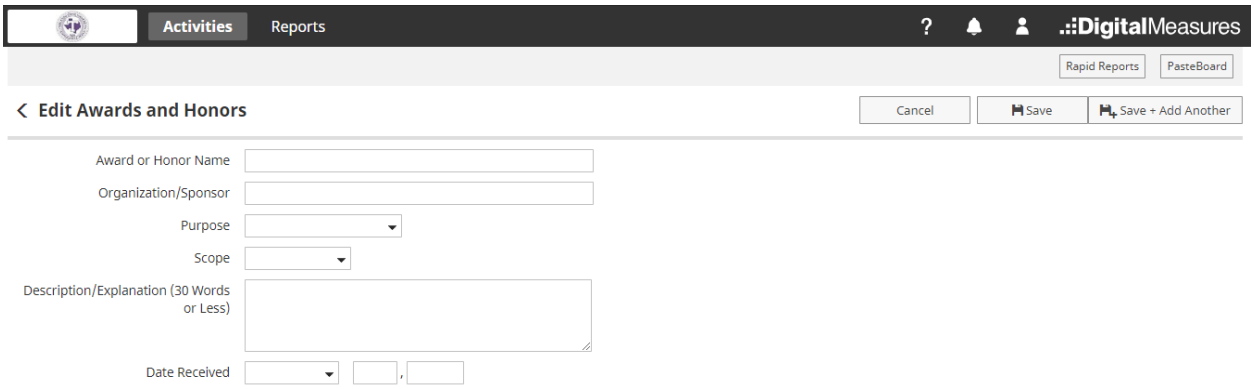
Data Entry

To begin, we will briefly go over the ‘Personal and Contact Information’ screen. The name and email address will be prefilled. Enter as much data as possible. Then click the ‘Save’ button in the upper right corner. Most screens allow partial data to be entered and saved for completion at a later date. Once data entry is complete, click the < left arrow next to ‘Edit Personal and Contact Information’ to go back to the Main Menu. This can also be done by clicking the ‘Activities’ button at the top. If you get lost on a screen, always remember to click the ‘Activities’ link found at the top to go back to the Main Menu.



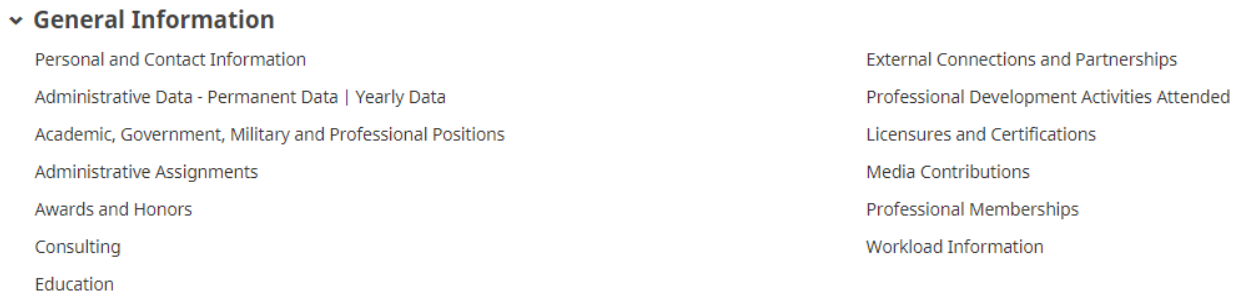
Most screens in DM require you to '+ Add New Item' as seen below on the 'Awards and Honors' screen. This can be done by clicking the button in the upper right corner to add a new entry.

The following screen appears where information can be entered. Upon completion choose either 'Save' or 'Save + Add Another'. Some fields are required and will prompt you to enter information before saving. If all the information is unavailable at the time of entry, save and come back later to complete.



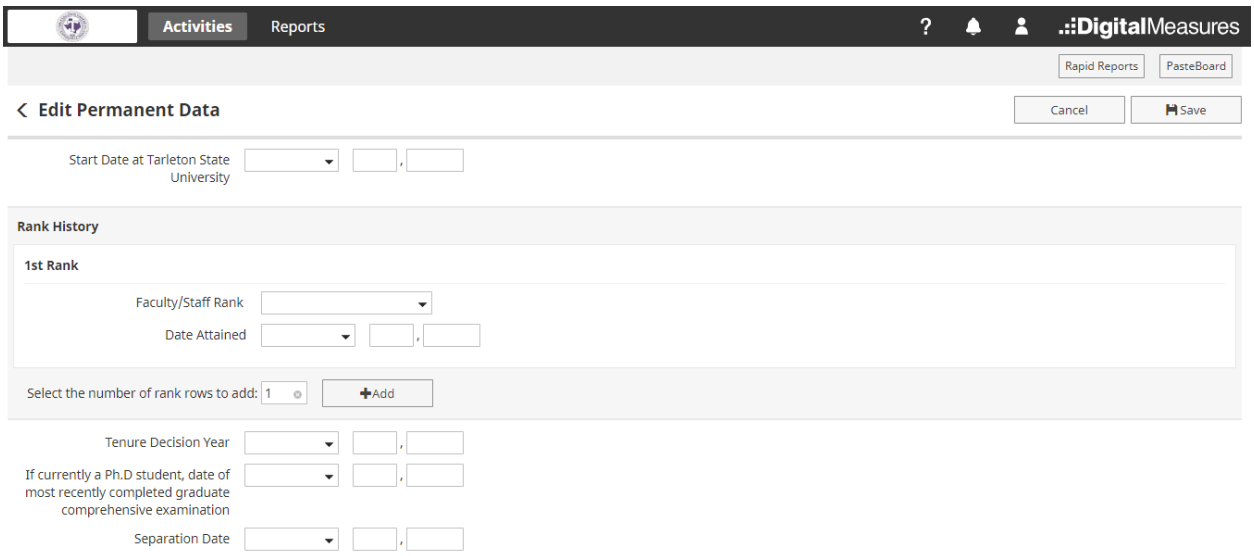
If an item needs deleted, check the box and then click on the trash icon.

General Information



As previously mentioned, the manual does not address each of these screens. Please click on each link, view what data is already populated administratively and proceed to fill in the gaps. The more information entered the better prepared when preparing the P&T packet. It is best practice to update DM regularly rather than at the conclusion of each semester or academic year.

The ‘Administrative Data – Permanent Data | Yearly Data’ and ‘Education’ screens are populated administratively once the information has been received (education transcripts, faculty rank, tenure, etc.) Although read access is available to those screens, it is best to work with Betty Pack to make sure the information is accurate. There are a couple of fields prepopulated on the ‘Personal and Contact Information’ screen when the account is created. If something is missing or needs updating, please contact Betty for assistance with these administrative screens.



Activities Reports ? .::DigitalMeasures

Rapid Reports PasteBoard

View Education

Cancel

You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Tarleton State University-DM Working Group.

Degree	
Explanation of "Other"	
Institution	
Location of Institution	
Emphasis/Major	
Supporting Areas of Emphasis	
Dissertation/Thesis Title	
Honor/Distinction	
• Highest Degree You Have Earned?	
Year Completed	
Doctoral Degree with no Masters	No
Transcript	No File Stored

Associated Coursework

1st Course

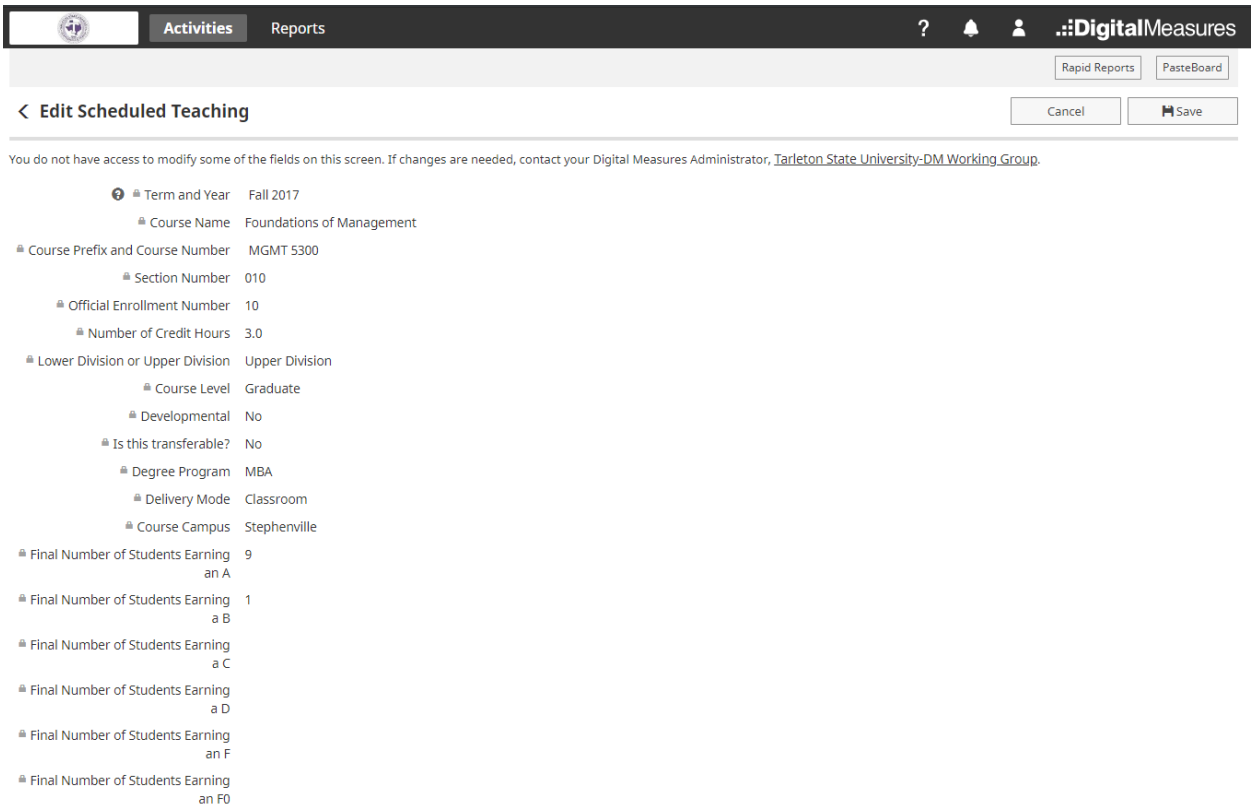
Title	
Course Prefix and Course Number	
Credit Hours	

Teaching

'Scheduled Teaching' is the only screen entered administratively under the Teaching category, though faculty members are required to justify the reason for teaching the course and also attach the syllabus. As you can see from the screenshot below, there is a lock symbol next to the course prohibiting additions or deletions of a course. These are loaded administratively each semester when courses are certified with the THECB (usually mid-October for fall, mid-March for spring, and mid-August for summer). In addition, once grades have been certified at the end of the semester they will be loaded into DM along with any student evaluation data for the course.

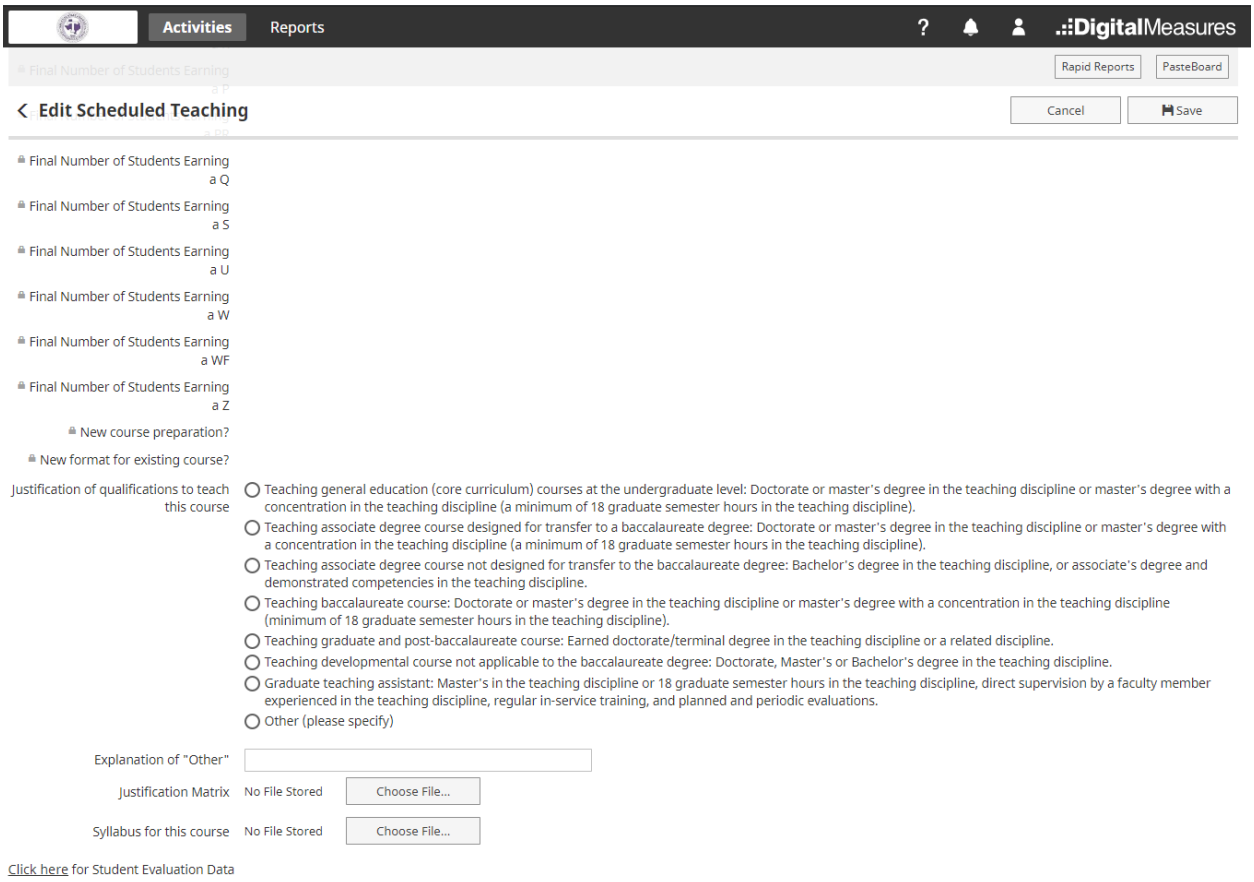
Click on a course to see the details and to enter justification and attach syllabus.

The fields on the upper half of the screen have the lock symbol and are read-only. If discrepancies are found with any of the scheduled teaching data, please email digitalmeasures@tarleton.edu.



The bottom half of the screen is where you enter the justification, and if applicable, give an explanation if you choose “Other”. Proceed to attach the syllabus for this course.

A note on justifications: Once a course is justified it will not have to be justified again unless circumstances change (ex: awarded a higher degree).



Lastly, at the bottom of the page, the ‘Click here for Student Evaluation Data’ will show a window of student evaluation data if students have completed course evaluations. Cross-listed classes (different section numbers) will be combined.

Student Evaluation Data

You do not have access to modify the fields on this screen. If changes are needed, contact your Digital Measures Administrator, Tarleton State University-DM Working Group.

1 Strongly Disagree – 5 Strongly Agree

Number of Student Evaluations

Overall Score

Course expectations/learning outcomes were clearly communicated at the beginning of the course.

My instructor created a classroom atmosphere that was productive/conducive to learning.

My instructor seemed to present the course material in an organized manner.

Whenever possible, my instructor utilized a student-centered approach in teaching the course.

My instructor encouraged all students to take advantage of additional assistance outside the classroom (office hours, email, etc.).

By providing helpful feedback on assignments/tests, my instructor encouraged me to actively participate in the learning process.

The course examinations were aligned with the content of the course.

I would take another course with this instructor, if possible, or recommend this instructor to other students.

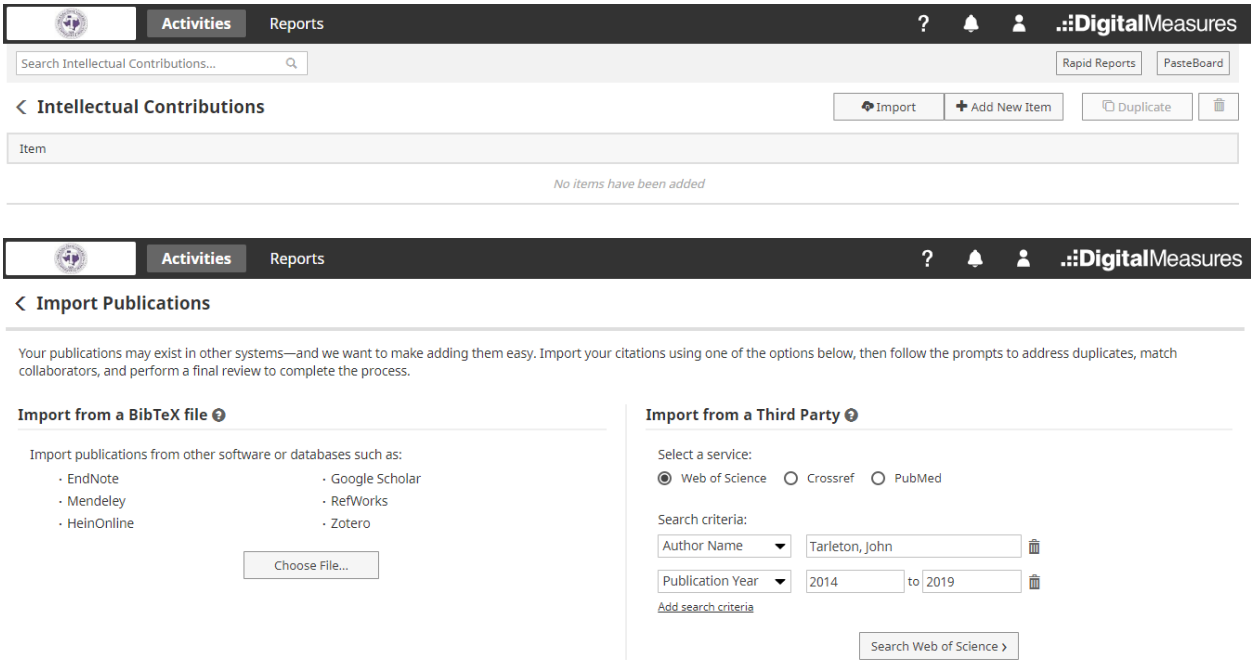
Student Evaluation Comments

Comment on aspects of the course or teaching style that have been most valuable to your overall learning experience.

Scholarship/Research

None of these screens are entered administratively.

The 'Intellectual Contributions' screen has a feature to import your work from outside sources. It can either be imported as a BibTeX file or search from a Third Party. The option to add manually remains. Please contact digitalmeasures@tarleton.edu for help with the import process.



Service

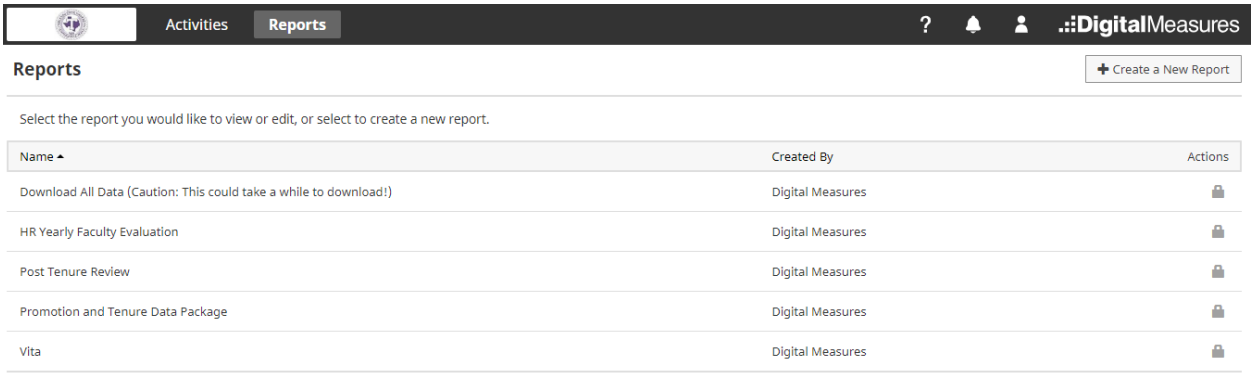
Service

Community Engagement	Professional
Department	Public
Division:College	University

None of these screens are entered administratively.

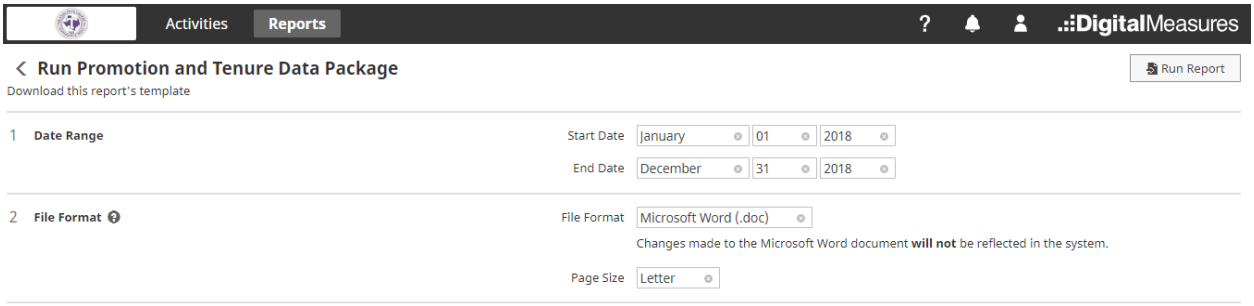
Reports

A theme with the DM software is “Capture data once, use it infinitely”. By entering the data one time you can run many reports for various needs (also administrative needs to satisfy state/federal reporting requirements). At the top of the screen choose ‘Reports’ to be taken to the screen below.



There are four default reports, though a custom report can be created by clicking the ‘+ Create a New Report’ button at top. You also have the option to ‘Download All Data’ with a caution message “this could take a while to download”. This typically takes less than a minute and is a good way to see everything entered in DM.

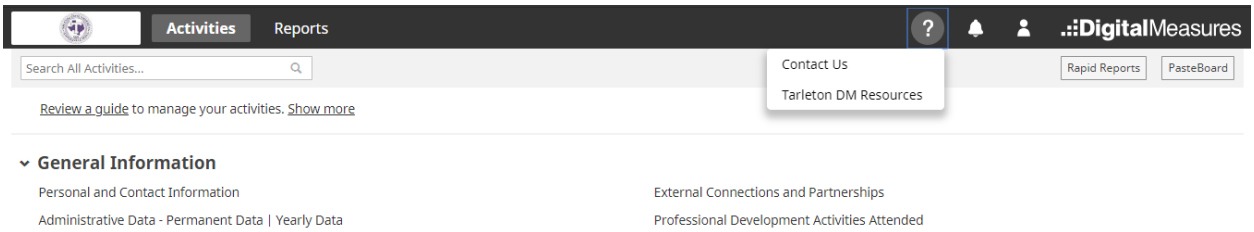
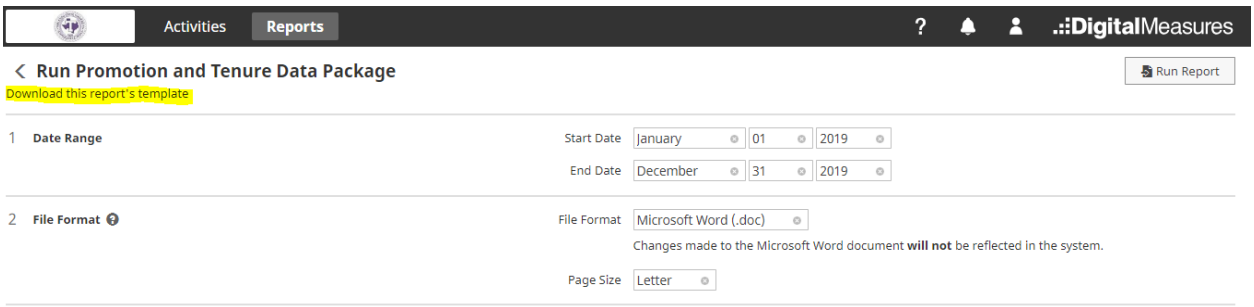
All reports have the option to choose a date range and the file format. Certain screens will populate the report regardless of date range (education, general information, etc.). The date range will include/exclude things like scheduled teaching, service activities, and most data that involves adding a date. Feel free to explore how the date range works and what data will be included/excluded. Please note that only the last three years of scheduled teaching is provided by default for the Promotion and Tenure Data Package.



FAQs

Who do I contact if I don't know where to place an item? The best answer is contact your department head and/or dean. If they are unsure, please consult with a colleague. If there is not a "best place" to enter the data, please contact Betty Pack and the DM Advisory Group will convene to discuss a possible resolution.

Where can I access additional information regarding DM? There are numerous resources to get additional information. The best answer is to ask a DM administrator, which is Betty Pack, Morgan Carter, or Pam Hecox (for COBA Faculty). There is a 'Tarleton DM Resources' link found under the '?' icon at the top as well as the 'Contact Us' link that will email the DM administrators directly.



What screens do the information from a report come from? A link called 'Download this report's template' can be found under that report. It will show where and what screen the information is being pulled from.